

## Fall 2013 Initial Material Orders - BAA Secure Site

The Bureau of Assessment and Accountability (BAA) is again pleased to announce additional functions now available on the "New" BAA Secure Site located at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure>. Users can now do the following:

- View MEAP initial material orders under the Material Order Reports from the Material Order menu
- Continue to enter initial material orders for MEAP-Access and MI-Access on the Initial Material Order screen under the Material Order menu
- View MEAP-Access and MI-Access Material Order Reports from the Material Order menu

MEAP-Access and MI-Access initial material orders that were entered on the "old" Secure Site have been transferred over to the "new" Secure Site and users can continue to add or update the order through 5:00 p.m. on Thursday, September 12.

### **Reminder**

A MEIS login and password is required to access the new Secure Site. After logging in, if you do not already have access to the Secure Site, you will be required to complete the "Request Access" screen. The designated district administrator level user for the district will log into the site to review and approve or reject requests for access. Please remember that no users from the old Secure Site were transferred to the new Secure Site. Districts have been in the process of designating district administrator level users over the past few months.

If you have access to the new Secure Site but need a different level of access, you will click on "Request Access" under the Security menu after you have logged into the site using your MEIS login and password.

System communications from the new Secure Site are sent to the email address on the users MEIS account. It is important to verify that your email address is current and correct in MEIS. You can access your MEIS account, reset your password, locate your MEIS login or create a MEIS account if needed at <https://cepi.state.mi.us/meis/login.aspx/>.

The Secure Site Procedure and User Manual for the new Secure Site can be found by clicking on the "User Guide" link at the top of the screens of the new Secure Site.

If you have questions or need additional assistance with the BAA Secure Site, please email or contact our call center at 877-560-8378 and press option 2.